

**EFFECTIVE**

July 1, 2020.

**Subject(s)****Administrative Policy Organizational Services (APO)**

The following items have been moved from the Administrative Policy Organizational Services (APO) manual to the Administrative Policy Technology (APT) manual:

- APO-301, Mobile Worker Equipment Accountability, has been moved to APT-301, Mobile Worker Equipment Accountability.
- APO-500, Information Technology (IT) Commodities Purchasing Request, has been moved to APT-500, Information Technology (IT) Commodities Purchasing Request.
- APO-501, Information Technology (IT) Maintenance Request Policy and Procedures, has been moved to APT-501, Information Technology (IT) Maintenance Request Policy and Procedures.
- APO-502, Information Technology (IT) Commodities Purchasing Request for New or Existing Contractal Services Policy and Procedures, has been moved to APT 502, Information Technology (IT) Commodities Purchasing Request for New or Existing Contractal Services Policy and Procedures.
- APO-531, Information Technology (IT) Data Classification, has been moved to APT-531, Information Technology (IT) Data Classification.

*Reason:* New policy manual.

**APT 302, Mobile Technology**

Mobile technology allows Michigan Department of Health and Human Services (MDHHS) staff to have remote access to the State of Michigan (SOM) network and allows staff to perform their work duties outside of the office. Mobile technology includes computers and Virtual Private Network (VPN) access.

A request for a VPN must be sent by the manager or the designated IT liaison not individual users. The A supervisor or division director must approve requests for VPN based on MDHHS

operational need. To request, update, renew or cancel remote access and VPN tokens, complete a [DTMB-0051, Remote Access Request](#).

*Reason:* New policy item.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

[APT 301](#)  
[APT 302](#)  
[APT 500](#)  
[APT 501](#)  
[APT 502](#)  
[APT 531](#)

**Deleted Items ...**

APO 301  
APO 500  
APO 501  
APO 502  
APO 531